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Approved For Release 2001/03/02 : ~~SECRET~~ 8-04917A000100070003-1

Executive for Administration and Management

10 November 1948

Chief, Budget and Finance Branch

Proposed Revision of Special Funds Regulations

25X1A In accordance with your request of 27 October 1948 there are set forth below comments and suggestions regarding adjustments or changes in the proposed revision of Special Funds Regulations. It is understood that ~~_____~~ comments have been made separately and forwarded through ADSO.

General Comments

1. It is suggested that an index be added to facilitate reference to the text.

2. The words "project" and "allocation" are used throughout the instruction sometimes referring to "agency" projects or allocations. Other times referring to "office" projects or allocations. It is not clear in some instances whether an "agency" or "office" project or allocation is intended. It is suggested that wherever the word "project" or "allocation" appears that the word "agency" or "office" be inserted. (See Par. 1.3, Par. 9.1 b, Par. 9.2, Par. 9.3, Par. 9.4, Par. 9.5, Par. 10.6 b and Par. 11.4 b).

Paragraph 1.0 - Definition

The definition given of "confidential funds" appears to need further clarification. Under this definition certain funds now held 25X1C abroad would not be classified as "confidential funds" and would not therefore be subject to these regulations. It is suggested that there

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Paragraph 1.5 - Field Installations

It is recommended that Paragraph b(3) be changed to include acting Chief, as follows: "In the absence or disability of the official custodian, either the Chief or Acting Chief of the field installation, or other official"

It is further recommended that Paragraph c. be changed to include Covert Deputy as follows: "...be certified as competent by the Budget Officer or his Covert Deputy prior to departure for his foreign station".

GROUP: HQ
CIRCUIT: HQ
DECISION: HQ
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SEE REVERSE FOR DECLASSIFICATION ACTION

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Paragraph --/ - Budget Review

It is suggested that the last sentence of this paragraph be eliminated since the amounts included in the budget "estimates" will not in all cases be the same as the amounts "approved" by Congress. The original estimates would have to be adjusted by the Projects Review Committee on the basis of the final approval, and reallocation of funds made accordingly.

Paragraph 2.0 - Duties of Budget Officer

It is suggested that Paragraph a. be amended to read as follows: "Direct and supervise the confidential funds program of the Central Intelligence Agency, such program to include the safeguarding, custody and accounting for confidential funds made available"

Paragraph 3.2 - Duties of Certifying Officers

It is believed that the terminology should be revised to eliminate the requirement that the Certifying Officer sign vouchers prior to payment since this is a matter over which he has no control and is a responsibility which must remain with the Agent Cashier. (See Par. 4.2 Part IV - Agent Cashiers)

Paragraph 9.1 - Definition

It is believed that the definitions and terminology set forth under this section will not be given the same interpretation by all officials involved. It may be advisable to obtain interpretations from each official who will be responsible for administering the regulation to provide a basis for possible clarification and amplification.

Paragraph 9.2 - Allocation

It is recommended that the word "allocated" in the first sentence be changed to "approved" and that the latter part of the sentence be changed to read ".....on the basis of area and/or program activities". The addition of the word "program" is required to cover approval of OPC programs.

Paragraph 9.5 - Application of Regulations

The third sentence in this paragraph is not clear, especially in relation to preceding sentence.

Paragraph 10.3 - Travel and Allowances (Also Par. 10.5, 10.8, 10.9, 10.10)

In view of the volume and detail involved in approving each travel and allowance action, it is believed that it will become necessary for the Executive for Administration to delegate part of this authority to subordinate officials. It is suggested that provision be made in this instruction to permit the Executive for Administration to delegate in writing on a limited basis all or any part of the authorities contained in these

paragraphs to permit the Executive for Administration to be relieved of some of the responsibilities and details should future conditions warrant.

Paragraph 10.10 a. - Travel Expenses

It is recommended that this paragraph be changed to read as follows: "Travel expenses of employees and members of their families to their residence in the continental United States and return shall be paid in accordance with the rates and wherever possible the criteria established by Standardized Government Travel Regulations".

Paragraph 11. 1 b. - Advances, Travel

When travel is properly authorized it appears that advances should be approved by an approving officer on the branch level and that such approval would be sufficient to authorize the advance.

Paragraph 11.3 - Repayment

It is suggested that this paragraph be changed to read as follows: "Repayment of advances will be made in a currency or negotiable instrument, and at a rate of exchange, acceptable to the appropriate official of the Budget Office".

Paragraph 11.4 b. - Approvals Required

It is not clear whether the project or allocations referred to are "agency projects or allocations", or "office projects or allocations". If office projects or allocations are intended the authority here reserved for Executive for Administration is inconsistent with other parts of instruction. If agency projects or allocations are intended this paragraph is correct.

E. R. SAUNDERS

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cc: Mr. [REDACTED]

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